

# PENN TOWNSHIP MUNICIPAL AUTHORITY

## Minutes From Regularly Scheduled Meeting January 6, 2011

A regularly scheduled meeting of the Penn Township Municipal Authority was held on Thursday, January 6, 2011 at 7:00 p.m. in the Penn Township Municipal Authority Office located at 2595 Route 522, Suite 20, Selinsgrove, PA. Thomas Ferry presiding.

### **MEMBERS PRESENT:**

Thomas Ferry, Neal Smith, Gregory Aungst and James Newman

**Member(s) Absent:** Treasurer Timothy Laubscher

### **OTHERS PRESENT:**

Solicitor Robert Cravitz, Inspector Pete DeWire, Admin. Secretary Susan Seebold and Operator Robin Sholly

### **VISITORS PRESENT:**

Justin Keister of Larson Design Group

### **REORGANIZATION:**

Neal Smith motioned to retain all current Penn Township Municipal Authority officers as follows for 2011:

Chairman	Thomas C. Ferry
Vice-Chairman	Neal R. Smith
Treasurer	Timothy M. Laubscher
Secretary	Gregory A. Aungst
Assistant Secretary/Treasurer	James S. Newman

Gregory Aungst seconded the motion and unanimously approved.

Assistant Secretary/Treasurer James Newman motioned to retain all current Penn Township Municipal Authority professional advisors as follows for 2011:

Legal Counsel	Robert M. Cravitz, Esq.
Inspector	Pete DeWire
Engineers	Gannett Fleming, Inc.
Auditors	Schaeffer, Eichner and Wagner, LLP

Vice-Chairman Neal Smith seconded the motion and unanimously approved.

### **MINUTES:**

The Authority members reviewed the minutes of the December 2, 2010 PTMA meeting. A motion was made by Vice-Chairman Neal Smith to approve the minutes from the December 2, 2010 Penn Township Municipal Authority meeting as presented. Chairman Thomas Ferry seconded the motion and unanimously approved.

**PUBLIC COMMENT:** *No one present to be heard.*

**CORRESPONDENCE:** *None*

### **CHRIST UNITED METHODIST CHURCH LAND DEVELOPMENT:**

Justin Keister of Larson Design Group and the Authority members reviewed two possible water main designs for the proposed Christ United Methodist Church Land Development plan. After a brief discussion, the Authority members stated that they would be interested in extending the water main to service existing properties along Route 522 and would be willing to discuss a water line construction agreement with the Christ United Methodist Church. Further discussion was tabled until the next PTMA meeting.

*(Justin Keister left the meeting at 7:22 p.m.)*

### **MEADOWVIEW ESTATES PUMP STATION:**

Chairman Thomas Ferry open and read aloud the one (1) bid that was received for two (2) new sewer pumps for the Meadowview Estates Pump Station. Upon Solicitor Robert Cravitz's review and approval of the aforementioned bid,

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Assistant Secretary/Treasurer James Newman motioned award the bid for two (2) Piranha M35-2W pumps to Kappe Associates, Inc. in the amount of \$16,500.00 as presented in their December 13, 2010 bid. Secretary Gregory Aungst seconded the motion and unanimously approved.

### ***EAST SNYDER PARK:***

Inspector Pete DeWire reported that the East Snyder Park sewer extension is scheduled to begin Monday, January 10, 2011. Further discussion was tabled until the next Penn Township Municipal Authority meeting.

### ***RESIDENTIAL SPRINKLER SYSTEMS:***

The Authority members reviewed the PTMA General Specifications Addendum Number One, which includes residential water service connections to be a minimum of one-inch (1") and the addition of standard details for residential fire service connections. After a brief discussion, Chairman Thomas Ferry motioned to approve Addendum No. 1 to the General Specifications for Water System Construction dated January 2011 as presented. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

### ***FORMER SUNBURY MEATS PACKING PLANT:***

Administrative Secretary Susan Seebold reported that she recently received a phone call from Mr. Bradley Hawk concerning the sewer bills for his properties located along State School Road. After a brief discussion, the Authority office was directed to send a letter to Mr. Bradley Hawk, stating that as per his request, the Authority researched the sewer connections to his properties located at 3 and 5 State School Road. It shall further state that upon looking through the Authority records, the Authority found there are three (3) sewer service connections associated with account #20027900, two for the double home located at 3 State School Road and one for the restrooms situated near the offices in the former meat packing plant located at 5 State School Road. The Aforementioned letter shall also state that the Authority found there are at least two additional connections into the former meat packing plant, which are associated with account #70000100. It shall note that these connections were made for the purpose of connecting the floor drains with grease trap to the PTMA public sewer system, which was required by the USDA for Mr. Hawk's former tenant, Sunbury Meats. It shall also note an additional restroom was connected when the floor drains were connected. The above-mentioned letter shall further state that according to the Penn Township Municipal Authority (PTMA) Rules and Regulations, floor drains are not permitted to be connected to the PTMA sanitary sewer system. It shall also explain that due to the USDA requirements in 1997, the Authority permitted the floor drains in the former meat packing plant to be connected to the public sewer system; however, the building is no long used for packaging meat and may be required to disconnect the floor drains from the PTMA sewer system in the future.

### ***CHAIRMAN'S REPORT By Thomas Ferry:***

Chairman Thomas Ferry stated that he has nothing further to report.

### ***VICE-CHAIRMAN'S REPORT By Neal Smith:***

Vice-Chairman Neal Smith stated that he has nothing further to report.

### ***INSPECTOR'S REPORT By Pete DeWire:***

#### ***Route 522 Sewer Main Break:***

Inspector Pete DeWire reported that a sewer main break occurred along Route 522 near Best Bowl's parking lot in December 2010. Inspector DeWire further reported that the sewer main has been temporarily repaired, but will need to be permanently repaired in the spring. After a brief discussion, Inspector Pete DeWire was directed to coordinate the above-mentioned permanent repair.

#### ***Crystal Pools Sewer Valve Repair:***

Inspector Pete DeWire reported that he discovered that the sewer valve box that services Crystal Pools is broken. After a brief discussion, the Authority office was directed to send a letter to Hank Chiarkas, owner of the property, stating that it was recently brought to the Authority's attention that the sewer valve box servicing his 2316 Route 522 property, currently occupied by Crystal Pools, is broken. It shall further state that the above-mentioned box is located along the property line between Best Bowl and Mr. Chiarkas' storage units. It shall also state that broken valve boxes can allow debris to accumulate in the box making the valve non-operable in an emergency situation. The above-

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mentioned letter shall request that Mr. Chiarkas have his sewer valve box repaired as soon as possible. It shall note that a PTMA inspector is required to inspect his property during these repairs and must be contacted 48 hours BEFORE the scheduled repair work begins.

### ***OPERATOR'S REPORT By Scott L. Sharp:***

#### ***Monthly Operating Reports:***

The Authority members reviewed and discussed the Monthly Operating Report submitted by PTMA Operator Scott L. Sharp. (See Attachment A)

*(Operator Robin Sholly left the meeting at 8:03 p.m.)*

### ***TREASURER'S REPORTS By Timothy Laubscher:***

#### ***Financial Reports:***

The Authority members reviewed the financial reports. (See Attachment B and C)

#### ***Authorization of Bill Payments:***

Vice-Chairman Neal Smith motioned to approve the Payments and Time Cards as presented. Secretary Gregory Aungst seconded the motion and unanimously approved.

#### ***Certificate of Deposit Motion Revision:***

Chairman Thomas Ferry reported that a Certificate of Deposit was purchased from Northumberland National Bank on December 22, 2011; however, due to the balance in the Sewer Fund at the time, were only able to purchase a \$1,200,000.00 certificate of deposit. Chairman Thomas Ferry motioned to revise the December 2, 2010 motion to state that upon the maturity of certificate of deposit numbers 0011083372 and 0011083374, to purchase a 60 month certificate of deposit with an interest rate of 2.62 % (2.65% APY) from Northumberland National Bank in the amount of \$1,200,000.00. Vice-Chairman Neal Smith seconded the motion and unanimously approved.

***Chairman Thomas Ferry called an executive session at 8:18 p.m. to discuss personnel matters. The Penn Township Municipal Authority January 6, 2011 meeting was reconvened at 8:27 p.m.***

Based upon the Executive Session Assistant Secretary/Treasurer James Newman motioned to increase Operator Scott L. Sharp and Administrative Secretary Susan L. Seebold's hourly wages two and a half percent (2.5%) totaling fifty-five cents per hour (\$.55/hr.) and forty-five cents per hour (\$.45/hr.) increase, respectively. Assistant Secretary/Treasurer Newman further motion to increase Operator Robin Sholly's hourly wage One Dollar and thirty cents per hour (\$1.30/hr.) and to remove Roy Sauers as a PTMA employee, since he has not worked for PTMA for seven years. Assistant Secretary/Treasurer James Newman further motioned that all rate increases and the removal of Roy Sauers as a PTMA employee is effective as of January 1, 2011. Secretary Gregory Aungst seconded the motion and unanimously approved.

#### ***ADJOURNMENT:***

With no further business to discuss, Secretary Gregory Aungst motioned to adjourn the January 6, 2011 PTMA meeting at 8:32 p.m. Assistant Secretary/Treasurer James Newman seconded the motion and unanimously approved.

***Respectfully Submitted,***

***Susan L. Seebold, Administrative Secretary  
Penn Township Municipal Authority***